



APPLICATION FOR EVEN START FUNDS

MONTANA OFFICE OF PUBLIC INSTRUCTION

DENISE JUNEAU, SUPERINTENDENT

JULY 2010

GENERAL PROJECT INFORMATION SHEET

This application for Even Start funds must be completed and signed by the authorized officials. Authorized officials are defined as the following: School Districts: Superintendents; Universities and Colleges: Presidents; Nonprofit: Board Chair. Successful projects are expected to operate up to four years. The information in the application will be used to determine eligibility for awards under Title I, Part B, Subpart 3, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB). Mail the application to: Title I, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501. If assistance is needed, please call the Even Start program at (406) 444-5660.

GENERAL PROJECT INFORMATION SHEET

Fiscal Year 2010-2011			
Title I, Part B, Subpart 3, of the NO CHILD LEFT BEHIND ACT			
Funds Requested	_____	+	_____ % = _____
	Federal Share		Local Share (Amount and Percent of Total) TOTAL BUDGET
PROJECT CONTACT PERSON (LOCAL EVEN START COORDINATOR)			
Name		Title	
Address, City, State, ZIP			
Telephone		Fax	E-mail
SUBGRANTEE			
Name of school district or nonprofit which will serve as fiscal agent			
AUTHORIZED REPRESENTATIVE			
Name		Title	
Address, City, State, ZIP			
Telephone		Fax	E-mail
Signature —Chief Executive Officer/Superintendent/Board of Trustees Chairperson			Date
PARTNER AGENCY			
Agency Name			
Contact Person		Title	
Address, City, State, ZIP			
Telephone		Fax	E-mail
Signature —Chief Executive Officer/Superintendent/Board of Trustees Chairperson			

ASSURANCES

1. Applicant may be asked to clarify or revise certain aspects of their proposal. Grantee will receive an award letter from the Montana Office of Public Instruction that specifies the amount of the award.
2. Applicant must provide assurances required by the Montana Office of Public Instruction.
3. Applicant must enter into a legal agreement to provide proposed services with the Montana Office of Public Instruction.
4. Applicant must comply with all reporting requirements and other policy mandates that may be issued relating to the quality administration of an Even Start project and, as necessary, for the state to perform its responsibilities.
5. The program coordinator must participate in statewide Even Start meetings (including the Montana Family Literacy Consortium) and other staff development. The program staff must participate in annual statewide Even Start meetings.
6. Applicant is required to participate in the National Center for Family Literacy (NCFL) Foundation's Family Literacy training offered in the local communities in the first six months of operation. New staff members of all programs must participate in the same state training within the first six months of employment.
7. Applicant must cooperate with all national and state project evaluation requirements and shall budget adequate funds for such purposes. The applicant's budget must also include funds to conduct an independent evaluation of the local project.
8. Applicant project must be of sufficient size, scope, and quality to give reasonable promise of meeting the purposes of Even Start. Center-based programs must provide all four components under one roof (two classrooms minimum).
9. Applicant's plan shall remain in effect for the duration of the eligible entity's participation in the program and it is required that the plan will be periodically reviewed and revised by the eligible entity, as necessary.
10. Grantee must use funds exclusively for the purposes stated in the approved proposal and must be expended in accordance with the approved budget and the grantee's policies and procedures related to such expenditures. Grantee must only expend funds for activities occurring during the grant period. Programs must set aside 10 percent of grant funds for professional development (5 percent) and transportation (5 percent). Transportation funds are used to transport families to the program, staff members to home visits, and staff members to professional development activities.
11. Staff qualifications for existing programs. Current staff whose salaries are paid, in whole or in part, with Even Start funds, the applicant ensures that the:
 - Majority of the staff providing academic instruction should have graduate degree related to early childhood education, elementary or secondary school education, or adult education degree and hold the appropriate state licensure.
 - Program director and the program coordinator receive training in the operation of a family literacy program.
 - Paraprofessionals who provide support for academic instruction have a high school diploma or its recognized equivalent.Staff qualifications for new program's staff or new staff hired to programs that provide academic instruction to programs possess:
 - An associate's, bachelor's or graduate degree in a field related to early childhood education, elementary or secondary school education, or adult education and obtain the appropriate state licensure.
12. Applicant will ensure that the instructional components of this program will be based on scientifically based reading research (as defined in section 1208 of the ESEA) and the prevention of reading difficulties for children and adults to the extent such research is available.
13. Applicant will ensure that early childhood services for infants, toddlers, and/or preschoolers, provided in group settings, will be conducted in facilities licensed by DPHHS.
14. All grantees are required to run an enrichment and instructional program during the summer months.
15. Grantees are required to submit the following reports to the Office of Public Instruction:
 - a. Mid-Year Progress Report
 - b. Continuation Application End-of-Year Report
 - c. Expenditure Reports
 - d. Independent Project Evaluation Report, if applicableIn addition, program data must be provided annually to the federal Even Start evaluation contractor.

Signature and Date—Superintendent of School, University President or Board Chair of Nonprofit

BUDGET DESCRIPTION DEFINITIONS

(INDIRECT COSTS ARE NOT ALLOWED)

ADMINISTRATOR/SUPERVISOR SALARIES/WAGES

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

TEACHER SALARIES/WAGES

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

EDUCATION AIDE SALARIES/WAGES

Salaries for grantee employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.

TUTORS (INSTRUCTIONAL NON-PAYROLL SERVICES)

Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

CLERICAL SALARIES/WAGES

Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.

OTHER SALARIES/WAGES

Salaries for any other grantee employee not fitting into the above categories. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators' salaries, and food service personnel.

BENEFITS

Amounts paid by the grantee on behalf of the employees whose salaries are reported in categories above. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation, and worker's compensation insurance.

CONTRACTED SERVICES (NON-PAYROLL SERVICES)

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc. Contracted Services also include services for program evaluation.

OTHER PURCHASED SERVICES

All other payments for services rendered by organizations or personnel not on the grantee payroll. These include: insurance costs (other than employee benefits), payments for all types of insurance coverage including property, liability, and fidelity; printing and binding, publication costs, advertising, (announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads, and the purchase and sale of property).

PROFESSIONAL DEVELOPMENT (5 percent of grant funds)

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, inservice training specialists who are not on the grantee payroll, conference registration fees, etc.

BUILDING RENT/LEASE COSTS

Rental/Lease costs for space or equipment owned by a third party may only be charged at fair market rates. Space or equipment owned by a government agency or subject to a sale or leaseback arrangement may only be charged as depreciation or a use allowance, not at the fair market value of the space or equipment, consistent with OMB Circular A-87.

COMMUNICATION

Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, e-mail and fax services, as well as postage machine rental and postage.

ADMINISTRATIVE SUPPLIES

Expenditures for consumable items directly related to program administrative (non-instructional) activities.

FIELD TRIPS

Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc., must be tied into an instructional component.

PARENTAL ACTIVITIES

Expenditures related to services for parenting including workshop presenters, counseling services, babysitting services, and overall seminar/workshop costs.

ADULT INSTRUCTIONAL MATERIALS

Expenditures for consumable items purchased for instructional use.

CHILD INSTRUCTIONAL MATERIALS

Expenditures for library books that are purchased for use by the program library and for distribution to families.

TRANSPORTATION (5 percent of grant funds)

Expenditures for transporting parents and pupils to and from school and other activities. Included are such items as bus rentals for field trips, bus passes, and payments to drivers for transporting handicapped children. Also included are expenditures for transportation, meals, hotel, and other expenses for out-of-state/in-state professional development activities and meetings. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.

EQUIPMENT

Equipment expenditures over \$5,000 must be approved.

OTHER

All other expenditures.

The Office of Public Instruction is committed to equal employment opportunity and non-discriminatory access to all our programs and services. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at (406) 444-3161 or kbramer@mt.gov.

FISCAL YEAR 2010-2011 BUDGET

FISCAL YEAR 2010-2011

BUDGET

(INDIRECT COSTS ARE NOT ALLOWED)

Grantee Name:

Project Title:

Descriptions	Local Budget	Federal Budget
Administration/Supervisor Salaries/Wages		
Teacher Salaries/Wages		
Education Aide Salaries/Wages		
Tutor Salaries/Wages		
Clerical Salaries/Wages		
Others		
Benefits		
Contracted Services		
Other Purchased Services		
Professional Development (5%)		
Building Rent/Lease Costs		
(refer to Rental/Lease Cost Guidance on Even Start Web page at www.opi.mt.gov)		
Who is the owner of the property?		
What is the appropriate rental/lease value of the property?		
Communications (Phone and Postage)		
Administrative Supplies		
Field Trips		
Parent Activities		
Adult Instructional Materials		
Child Instructional Materials (i.e., library)		
Transportation (5%)		
Equipment		
Other		
TOTAL		

Any significant changes to a budget line item need to be approved by the Even Start director.